SAP CERTIFIED ASSOCIATE Exam

C_THR83_2505 Questions V8.02

SAP Certified Associate Topics - SAP Certified Associate - Implementation Consultant - SAP SuccessFactors Recruiting: Recruiter Experience

1.Which object type is recommended to be configured with the multi-selection attribute?

Solution:

The correct answer is **C. Location Foundation Object**.

As per SAP Learning documentation, several Foundation Object (FO) and Generic Object (GO) fields can be configured with the multi-select attribute. A typical use case is when a job requisition spans multiple locations — in which case the **Location Foundation Object** is set as an mfield with multiselect = true to allow users to select more than one location

Reference : https://learning.sap.com/

Hence, among the given options, the **Location Foundation Object** is the recommended object type for enabling the multi-select attribute.

A. No objects can use the multi-select attribute
B. Department Generic Object
C. Location Foundation Object
D. Division Generic Object
Answer: C

2.What is the purpose of the interviewGuide field on the Job Requisition template?

Solution:

The correct answer is **D. To upload standard operating procedures for conducting an interview**.

On SAP's Learning site under *Configuring Interviews*, it specifies that the **interviewGuide** field must be added above the Comments section in the Job Requisition Data Model template and will enable users to upload interview guidelines or procedures into Interview Central.

Reference : https://learning.sap.com/

A. To allow interviewers to invite a candidate to join Interview Central in order to conduct an interview
B. To allow the hiring manager to send a message to the interviewers
C. To provide candidates with logistics information for an interview
D. To upload standard operating procedures for conductingan interview
E. Offer
Answer: D

3.You want to send a candidate an Ad-hoc e-mail but you CANNOT find the e-mail template you have configured.
What could be the cause of this problem? Note: There are 2 correct answers to this question.
A. The e-mail is NOT linked to the correct e-mail notification template.
B. The selected language is NOT correct.
C. The e-mail is NOT enabled.
D. The e-mail is NOT assigned to the correct e-mail trigger.
Answer: B C
Explanation:
In SAP SuccessFactors Recruiting, there are several possible reasons why an email template may not appear in the Ad-hoc email selection. Here's a detailed breakdown of the causes and solutions as per SuccessFactors Recruiting documentation:
Selected Language is NOT Correct (Option B):
SAP SuccessFactors Recruiting offers multi-language support. When configuring email templates, each template can be defined in multiple languages. If a user selects a language for which the email template is not configured, the template will not be visible in the email selection options.
Steps to Check:
Go to Admin Center > Manage Recruiting Email Templates.
Open the desired email template and check if it has content for the language selected by the user.
Add the required translations for missing languages if needed.
Reference: SAP SuccessFactors Recruiting Management Implementation Guide - Email Template Configuration section.
Email is NOT Enabled (Option C):
For an email template to be accessible, it must be enabled in the system. If the email template has not been enabled, it will not be available for ad-hoc use. Steps to Enable:
Navigate to Admin Center > Manage Recruiting Email Templates.
Locate the template in question, open its settings, and verify if it is enabled. If it is not, select the option to enable it.
Reference: SAP SuccessFactors Recruiting Management User Guide - Enabling Email Templates.
Explanation of Incorrect Options:
Option A - The email is NOT linked to the correct email notification template:
Email notification templates and ad-hoc email templates function independently in SAP SuccessFactors Recruiting. Notification templates are used for automatic notifications triggered by specific actions, while ad-hoc templates are manually selected by users. This separation means that an ad-hoc email template does not need to be linked to a notification template.

Option D - The email is NOT assigned to the correct email trigger:
Triggers are primarily used for system-generated notifications based on events, not for ad-hoc emails. Ad-hoc emails do not require a trigger to be visible to users, so this is not a relevant cause.

4.In Admin Center where would you configure the e-mail template that is associated with the requisition route map?
A. Manage Recruiting Groups
B. Manage Recruiting Settings
C. Manage Offer Letter Template
D. E-mail Template Notification Settings
Answer: D
Explanation:
To configure an email template associated with a requisition route map in SAP SuccessFactors Recruiting, administrators must use the E-mail Template Notification Settings. This is where email templates tied to various actions in the recruiting process, including requisition approval workflows (route maps), are managed and assigned.
Steps to Configure:
Go to Admin Center > E-mail Template Notification Settings.
Within this section, locate the templates associated with requisition events or requisition route maps.
Customize or assign the appropriate email template based on the route map stage or approval action for requisitions.
Reference: SAP SuccessFactors Recruiting Management Implementation Guide - Requisition Route Map and Email Notifications sections.
Explanation of Incorrect Options:
Option A - Manage Recruiting Groups: This option is used to define recruiting groups for managing permissions across recruiting users, not for configuring email templates.
Option B - Manage Recruiting Settings: This setting allows configuration of general recruiting preferences but does not manage specific email templates.
Option C - Manage Offer Letter Template: This option is used exclusively for configuring offer letter templates, not requisition-related emails.

5.Where do you grant a user access to Recruiting E-mail Templates?
A. In Provisioning ? Company Settings
B. In Admin Center ? Manage Recruiting Settings
C. In Provisioning ? Managing Recruiting
D. In Admin Center ? Manage Permission Roles
Answer: D
Explanation:

To grant a user access to Recruiting Email Templates, permissions must be assigned via Manage Permission Roles in Admin Center. Permissions control which users or roles can access, view, and manage recruiting email templates.
Steps to Grant Access:
Go to Admin Center > Manage Permission Roles.
Select the role for which you want to grant access to email templates.
In the role permissions, navigate to Recruiting Permissions and check the option for Manage Recruiting Email Templates.
Save the changes to apply the permissions.
Reference: SAP SuccessFactors Recruiting Management Security and Permissions Guide - Recruiting
Permissions section.
Explanation of Incorrect Options:
Option A - In Provisioning ? Company Settings: Provisioning is used primarily for backend configurations and system setup, but it does not directly control user access permissions to email templates.
Option B - In Admin Center ? Manage Recruiting Settings: This area allows configuration of recruiting-related settings but does not control user-specific permissions.
Option C - In Provisioning ? Managing Recruiting: Provisioning is not where user access to recruiting email templates is configured.

6.What could cause an automated e-mail notification to be triggered? Note: There are 2 correct answers to this question.
A. A change in the setup of a pre-screening question
B. A change in an applicant status
C. A change in a candidate password
D. A change in the label of a status
Answer: B C

7.You want to trigger e-mails by candidate status. Where is the trigger configured?
A. In Edit Applicant Status Configuration
B. In E-mail Notification Template Settings
C. In Recruiting E-mail Triggers
D. In Manage Recruiting E-mail Templates
Answer: A
Explanation:
To trigger emails by candidate status, the appropriate configuration is done in the Edit Applicant Status Configuration section. Here, administrators can define email notifications based on specific candidate status changes.
Steps to Configure:

Go to Admin Center > Edit Applicant Status Configuration.
Select the relevant status and specify the email template to trigger for each status change.
Save the configuration to ensure that emails are triggered automatically based on status changes.
Reference: SAP SuccessFactors Recruiting Management Configuration Guide - Applicant Status and Email Triggers section.
Explanation of Incorrect Options:
Option B - In E-mail Notification Template Settings: This is for managing general email templates, not configuring status-based triggers.
Option C - In Recruiting E-mail Triggers: This option does not exist as a specific configuration area.
Option D - In Manage Recruiting E-mail Templates: This is used to manage email templates but does not control the triggering mechanism for candidate status changes

8.Which of the following are characteristics of standard e-mail notification templates?
Note: There are 2 correct answers to this question.
A. Standard templates can be deleted in Provisioning.
B. Some templates are shared with other modules.
C. Some templates are predefined for Recruiting.
D. All standard templates are enabled by default.
Answer: B C
Explanation:
Standard email templates in SAP SuccessFactors have the following characteristics:
Shared with Other Modules (Option B):
Some email templates are designed for use across multiple SAP SuccessFactors modules, such as Onboarding or Employee Central, and can be shared to streamline communication workflows.
Reference: SAP SuccessFactors Email Templates Guide - Shared and Multi-Module Templates. Predefined for Recruiting (Option C):
SAP SuccessFactors provides a set of predefined templates tailored specifically for recruiting. These templates support common recruiting actions, such as interview scheduling and application submission acknowledgments.
Reference: SAP SuccessFactors Recruiting Management Implementation Guide - Standard Email Templates.
Explanation of Incorrect Options:
Option A - Standard templates can be deleted in Provisioning: Standard templates cannot typically be deleted. They can be deactivated but remain in the system.
Option D - All standard templates are enabled by default: Not all templates are enabled by default; administrators must selectively enable and configure templates as needed.

9.Which SMS messages are tracked on the correspondence audit trail within the candidate summary page? Note: There are 2 correct answers to this question.
A. Status-triggered SMS notifications
B. Ad-hoc SMS notifications
C. Requisition-triggered SMS notifications
D. SMS responses from the candidate
Answer: A B

10.What needs to be configured to enable recruiting e-mail triggers? Note: There are 2 correct answers to this question.
A. An e-mail template needs to be assigned to the e-mail trigger.
B. The J permission needs to be granted in the Candidate Application template.
C. The e-mail trigger needs to be enabled in the Admin Center.
D. The e-mail trigger needs to be enabled in the Job Requisition template.
Answer: A C
Explanation:
To enable recruiting email triggers in SAP SuccessFactors Recruiting, two primary configurations are necessary:
Assign an E-mail Template to the E-mail Trigger (Option A):
Email triggers rely on specific email templates that determine the content of the notification sent.
For each recruiting event, an email template must be assigned to the corresponding trigger to ensure the correct email is sent when the event occurs.
Steps:
Go to Admin Center > Manage Recruiting E-mail Templates.
Select and configure the email template that matches the trigger you want to activate.
Assign the template to the relevant email trigger.
Reference: SAP SuccessFactors Recruiting Management Implementation Guide - Setting up Email Triggers and Templates.
Enable the E-mail Trigger in the Admin Center (Option C):
Each email trigger must be enabled to ensure it activates the email notifications. This is done through the Email Trigger settings in the Admin Center.
Steps:
Go to Admin Center > E-mail Notification Template Settings.
Find the specific trigger (e.g., application submission, offer approval) and ensure it is enabled.
Reference: SAP SuccessFactors Recruiting Management User Guide - Enabling E-mail Triggers. Explanation of Incorrect Options:
Option B: The "J permission" is related to candidate permissions but is not required to enable email triggers.
Option D: The Job Requisition template does not control email triggers; enabling them

is managed at the Admin Center level.

11.When creating multi-stage application permission blocks which of the following must be defined in the permission? Note: There are 2 correct answers to this question.
A. Operator
B. Applicant type
C. Permission type (read or write)
D. Status label
Answer: A C
Explanation:
In multi-stage application settings, each permission block must define certain elements to control access for different stages of the application process:
Operator (Option A):
The operator refers to users involved in the recruiting process, such as hiring managers, recruiters,
and approvers. Each permission block must define the operator to specify who has access to the
application stage.
Steps:
Go to Admin Center > Manage Recruiting Roles.
Configure each operator’s access to the relevant stage.
Reference: SAP SuccessFactors Recruiting Management Implementation Guide - Configuring Multi-Stage Application Permissions.
Permission Type (read or write) (Option C):
Each permission block must also specify the type of access?either read or write?allowing you to control who can view or edit application information at a given stage.
Steps:
In the Application Template XML, define the read/write access for each stage and operator.
Reference: SAP SuccessFactors Recruiting Management Implementation Guide - Permission Types in Application Templates.
Explanation of Incorrect Options:
Option B: Applicant type does not need to be specified in each permission block; permissions are applied based on stages and roles.
Option D: Status labels are not required in permission blocks; they are typically used for candidate status tracking.

12.What triggers the country-specific overrides on an Application template?
A. The country of the candidate captured in the Application template

B. The derived country field in the Job Requisition template
C. The country of the candidate captured in the Candidate Profile template
D. The country/region field used for candidate search filters in the Job Requisition template
Answer: B
Explanation:
In the Application template, country-specific overrides are triggered based on the derived country field in the Job Requisition template. This field determines the location of the job and thereby activates any corresponding country-specific fields or configuration set in the application template.
Define Derived Country Field in Job Requisition Template:
The derived country field is specified in the Job Requisition template, allowing the system to determine which country-specific settings to apply.
Activate Country-Specific Overrides:
Once the derived country is identified, any predefined fields or layout adjustments for that country in the Application template are triggered.
Reference: SAP SuccessFactors Recruiting Management Implementation Guide - Configuring Country-Specific Overrides in Application Templates.
Explanation of Incorrect Options:
Option A and Option C: These options refer to fields in the Application and Candidate Profile templates, which do not trigger country overrides for the application itself.
Option D: The candidate search filters do not control overrides in the application template.

13.Which of the following attributes can be used when defining fields on the Application XML? Note: There are 3 correct answers to this question.
A. anonymize
B. visibility
C. sensitive
D. public
E. data-field
Answer: A C D

14.If a recruiter forwards a candidate's application (using the Forward as Applicant action) which of the following information can be accessed from the candidate's initial application? Note: There are 3 correct answers to this question.
A. Previous application score
B. Previous background check results
C. Previous interview results
D. Answers to pre-screening questions
E. Previous application template name

Answer: A C D

15.What is the Anonymize Attribute intended for?
A. To trigger the country override in the application
B. To display candidate facing fields in the application
C. To mark data as sensitive for read and change logging audits
D. To hide personal identifiable information
Answer: C

16.What happens if you set the candidate application attribute sensitive to "true"?
A. "Access or change this field" will be captured in the Read Audit Log.
B. The field is considered for purging of personally identifying data.
C. The field content is covered by ***
D. The field is hidden unless an override is set.
Answer: B
Explanation:
Setting the candidate application attribute sensitive to "true" marks the field for consideration in
data purging routines. This is part of data privacy features where personal data is purged according to
data retention and privacy policies.
Functionality and Effects:
When a field is marked sensitive, it is included in data purging processes to remove PII from the system after certain retention periods.
This aligns with data protection regulations by ensuring PII is only retained as necessary.
Reference: SAP SuccessFactors Recruiting Management Data Privacy Guide - Sensitive Data Handling and Data Purge.
Explanation of Incorrect Options:
Option A - "Access or change this field" will be captured in the Read Audit Log: This is more relevant to audit configuration than to data sensitivity settings.
Option C - The field content is covered by *: Masking the content is separate from marking data as sensitive.
Option D - The field is hidden unless an override is set: Marking a field as sensitive does not automatically hide it; it flags it for data purging.

17.When defining the field attribute overrides in the Application XML which of the following attributes determine which override(s) should trigger? Note: There are 2 correct answers to this question.
A. State/Province of the Job Posting

B. Country of the Job
C. Country of the candidate
D. Applicant type
Answer: B D
Explanation:
When defining field attribute overrides in the Application XML, certain attributes determine which
overrides will trigger.
These include:
Country of the Job (Option B):
The location of the job posting is a common condition for overrides, especially for compliance with
country-specific regulations.
Applicant Type (Option D):
Overrides can be based on the applicant type (e.g., internal or external candidate), as different application processes may apply to different applicant types.
Reference: SAP SuccessFactors Recruiting Management XML Configuration Guide - Field Attribute Overrides.
Explanation of Incorrect Options:
Option A - State/Province of the Job Posting: This level of geographic specificity is not typically used for XML overrides.
Option C - Country of the Candidate: Overrides are generally configured based on job location rather than candidate location.

18.Which step is required to connect an Application template to the Job Requisition template?
A. Configure a new Application template with a new << template-name>.
B. Connect the templates in Form Template Settings.
C. Map the application template name in the Job Requisition template.
D. Map the <application-status-set > in the Job Requisition template.
Answer: C
Explanation:
To connect an Application template to a Job Requisition template, you must map the name of the application template in the Job Requisition template. This configuration ensures that the requisition is correctly associated with the application template, allowing applicants to complete the correct application form.
Define the Application Template Name in the Job Requisition XML:
Open the Job Requisition XML template and locate the section where the application template name is referenced.
Use the application-template-name field to link the correct application template.
Save and Deploy the Configuration:
Ensure the updated XML file is correctly uploaded to the system to activate the

connection.
Reference: SAP SuccessFactors Recruiting Management Implementation Guide - Application and Job Requisition Template Integration.

19.How many Application templates can be connected to one Job Requisition template?
A. 1
B. 2
C. 3
D. 4
Answer: A
Explanation:
Each Job Requisition template in SAP SuccessFactors Recruiting can be associated with only one Application template. This one-to-one relationship allows for consistent data management and ensures that all candidates applying to a particular requisition follow the same application form structure.
Configure Job Requisition to Application Template Mapping:
As stated, only a single application template name can be referenced per job requisition template.
Reference: SAP SuccessFactors Recruiting Management Configuration Guide - Job Requisition and Application Template Structure.

20.A customer would like a certain field to be displayed to ALL candidates on the application regardless of the country of the job the candidate is applying for. In order for this to happen which configuration is required?
A. The field must be permissioned to the Candidate operator in the Application XML.
B. The field must be configured in the Candidate Profile.
C. The field must be defined as public=true.
D. The field must be included in the field attribute overrides.
Answer: B

21.Which of the following buttons are assigned permissions in the Application template? Note: There are 3 correct answers to this question.
A. E-mail
B. Disqualify
C. Cancel
D. Reopen
E. Forward as Applicant
Answer: B C D

22.A customer would like their Recruiters to be able to access different fields on the candidate's application during the different statuses of the Talent Pipeline.
Which of the following feature allows this option?
A. Configure multiple Job Requisition templates
B. Single-stage applications
C. Multi-stage applications
D. Late-stage applications
Answer: C D
Explanation:
Multi-stage applications allow recruiters to access different fields on a candidate's application depending on the application status in the Talent Pipeline. This feature provides flexibility to adjust field visibility or edit permissions as a candidate moves through various stages of the hiring process.
Configure Multi-Stage Application Permissions:
Multi-stage application permissions are set in the Application XML or within the Admin Center, allowing specific fields to become accessible or restricted depending on the current status in the pipeline.
Define Stage-Specific Permissions:
In each stage, configure the fields and access permissions based on roles such as Recruiter, Hiring Manager, etc., allowing tailored visibility throughout the recruitment pipeline.
Reference: SAP SuccessFactors Recruiting Management Implementation Guide - Setting up Multi-Stage Applications for Dynamic Field Access.

23.You have only granted read permissions to the G role in the pre-approved status. However the Hiring Manager can still edit some fields in the pre-approved status upon testing.
What could have caused this problem?
A. The V role has write permissions for these fields.
B. The G role has edit permissions for these fields via the Role-Based Permission settings.
C. The G role has write permissions for these fields in the approved status and closed status.
D. The J role has write permissions for these fields.
Answer: A

24.Which buttons are configured in the Job Requisition template? Note: There are 3 correct answers to this question.
A. Reopen Job Requisition
B. Print Job Requisition

C. Link Child Requisition
D. Delete Job Requisition
E. Close Job Requisition
Answer: A C E
Explanation:
The Job Requisition template in SAP SuccessFactors allows configuration of various buttons that control actions users can take on job requisitions. Each button provides functionality that can be managed or restricted based on role permissions.
Reopen Job Requisition (Option A):
This button allows users to reopen a requisition that was previously closed. Access is configured in
the Job Requisition template.
Link Child Requisition (Option C):
This button enables users to link a requisition to a related or dependent requisition, often used in
cases of large hiring initiatives.
Close Job Requisition (Option E):
The Close Job Requisition button is configured to allow the closure of open requisitions, typically by recruiters or administrators based on permissions.
Reference: SAP SuccessFactors Recruiting Management Implementation Guide - Job Requisition
Template Button Configuration.
Explanation of Incorrect Options:
Print Job Requisition and Delete Job Requisition are not configurable buttons within the standard Job Requisition template settings.

25.Where are the values located for the fields of "country" and "stateProvince" when the field type is derived?
A. Set up Job Board Options
B. Manage Recruiting Triggers
C. Manage Recruiting Settings
D. Picklist Center
Answer: D
Explanation:
For fields like "country" and "stateProvince" with a derived field type, the values are sourced from the Picklist Center in SAP SuccessFactors. The Picklist Center allows for centralized management of standard picklists, which are used across the system to ensure consistent data for location-related fields.
Location of Values in Picklist Center:
Navigate to Admin Center > Picklist Center.
Search for and manage picklists related to "country" and "stateProvince."
Configuration and Updates:

Country and state/province picklists are often pre-configured with ISO standards but can be customized based on the organization's specific needs.
Reference: SAP SuccessFactors Recruiting Management User Guide - Managing Location Data with Picklist Center.

26.You have configured a custom field in the Job Requisition template and would like to use the custom field as a token in the Job Description and in the Recruiting E-mail templates.
How do you do this? Note: There are 2 correct answers to this question.
A. Configure the field as token in Provisioning > Configure Custom Token Settings.
B. Add the field in the Job Requisition > Listing Layout Fields.
C. Ensure the field is configured as a public field in the Job Requisition template.
D. Configure the field as a reportable field within Provisioning > Configure Reportable Fields.
Answer: A D
Explanation:
To use a custom field as a token in Job Descriptions and Recruiting Email templates, certain configurations in Provisioning are required to ensure the field is recognized by the system as a token and is reportable.
Configure as a Token in Provisioning (Option A):
Go to Provisioning > Configure Custom Token Settings.
Add the custom field to be used as a token, enabling its availability in job descriptions and email templates.
Set as Reportable Field in Provisioning (Option D):
In Provisioning > Configure Reportable Fields, configure the field to ensure it is available in reports and other templates, including email and requisition templates.
Testing and Verification:
After configuration, test the token in a job description or email template to ensure it displays correctly.
Reference: SAP SuccessFactors Recruiting Management Implementation Guide - Configuring Custom
Tokens and Reportable Fields.
Explanation of Incorrect Options:
Option B: Listing Layout Fields relates to display settings on the job listing and does not impact token functionality.
Option C: Making the field public does not automatically configure it as a token.

27.If you want to create and send an offer to your candidate which of the following feature permissions do you enable? Note: There are 2 correct answers to this question.
A. Offer Approval

B. Background Check
C. Offer Letter
D. Interview Assessment
Answer: A C
Explanation:
To create and send an offer to a candidate in SAP SuccessFactors Recruiting, the permissions for Offer Approval and Offer Letter must be enabled. These permissions allow the recruiter to initiate the offer process, complete any required approvals, and generate the offer letter for the candidate.
Offer Approval (Option A):
This permission enables the process of approving the offer, ensuring all necessary approvals are in place before the offer is sent to the candidate.
Offer Letter (Option C):
This permission allows the recruiter to create and generate the offer letter document, which is then sent to the candidate.
Steps to Configure:
Go to Admin Center > Manage Permission Roles.
Assign the Offer Approval and Offer Letter permissions to the appropriate user roles.
Reference: SAP SuccessFactors Recruiting Management Implementation Guide - Offer Approval and Offer Letter Permissions.
Explanation of Incorrect Options:
Option B - Background Check: Background checks are related to candidate vetting, not the offer creation or approval process.
Option D - Interview Assessment: Interview assessment permissions are used for evaluating candidates, not for creating or sending offers.

28.If a customer requires the Requisition Status field to automatically update when the Job Requisition has successfully completed the approval process (route map) which of the following needs to be configured?
A. The due date of the Route Map must be configured in Manage Route Maps to ensure the approval is completed on time.
B. The default Job Requisition Status when a requisition is created or approved must be configured in Manage Recruiting Settings.
C. The picklist value for the Open status must be configured as 99999.
D. The Form Template settings must be configured to auto-populate the picklist field in the Job Requisition.
Answer: B
Explanation:
To ensure that the Requisition Status field updates automatically after a job requisition completes the approval process, the default status settings for approved requisitions must be configured in Manage Recruiting Settings.
Steps to Configure:

Go to Admin Center > Manage Recruiting Settings.
Set the default status for requisitions upon creation and approval to ensure the Requisition Status field reflects the correct status automatically after the approval process.
Reference: SAP SuccessFactors Recruiting Management Configuration Guide - Configuring Default Job Requisition Status.
Explanation of Incorrect Options:
Option A - Route Map due date: While route maps help manage the approval process, they do not affect the automatic status update of the requisition.
Option C - Picklist value for Open status: Setting a picklist value to 99999 does not control the automated status update.
Option D - Form Template settings: These settings are not responsible for updating requisition status based on approval.

29.Which of the following feature permissions are configured in the Job Requisition data model? Note: There are 2 correct answers to this question.
A. Candidate Workbench
B. Mass Offers
C. Interview Assessment
D. Candidate questions
Answer: C D

30.What is the field id that you must add to the Job Requisition template to fully enable the employee referral feature?
A. id="erpAmount"
B. id="amount"
C. id="referral"
D. id="employeereferral"
Answer: A

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